

ADM-1

DD/S&T-2578-63

31 December 1963

MEMORANDUM FOR: Director, Office of Budget,
Program Analysis and Manpower Office

SUBJECT: Personnel Target Ceilings for FY 64/65

REFERENCE: Action Memorandum No. A-343

1. Reference memorandum, dated 23 December 1963, transmitted to this Directorate new personnel ceiling figures for FY 64 and FY 65.
2. At a meeting on 29 December 1963, chaired by you, it was called to the attention of the representatives of the several Deputy Directors a desire of the President to establish personnel target ceiling figures at a level lower than those established in the reference memorandum. You asked, at that time, that we present you with our frank reaction to the possibility of realizing any personnel savings so that you could be guided in arriving at lower personnel ceiling target figures.
3. As I mentioned to you during the course of that meeting, the Directorate of Science and Technology cannot at this time make any estimate as to whether the affairs of this Directorate can be efficiently accomplished with ceiling figures lower than those given to us on 23 December. Our problem, probably unique in the Agency at this particular point in time, is that we are still in the process of solidifying the organization and management of the newest Directorate. Secondly, we are under direction to activate a new, major unit of organization; i.e., FMSAC. We are endeavoring to accomplish these tasks with, as yet, no increase in personnel allowances for the staff overhead of the Directorate, the span of control and the coordinating responsibility obviously being of a much greater order of magnitude than the previous Directorate of Research.
4. This memorandum should not be construed to mean that we are not undertaking action to endeavor to locate any areas of possible personnel savings. On 13 December 1963 we wrote the Executive Director -

**Subject: Personnel Target
Ceilings for FY 64/65**

- 2 -

31 December 1963

Comptroller and informed him of a forthcoming review of each Office to be made personally by the Deputy Director for Science and Technology. Hopefully, this exercise may bring to our attention possible areas of either personnel savings or areas wherein an increase in management efficiency may be applied. We have committed ourselves to communicate to the Executive Director-Comptroller by 1 March 1964 the results of this exercise.

Executive Officer
Deputy Director
(Science & Technology)

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